



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES
**APPOINTMENT LETTER FOR DIVISION OF CHILD SUPPORT (DCS)
GOOD CAUSE DETERMINATION**

Date:

Client Number:

To:

Dear _____,

You told DSHS that you are not able to help the Division of Child Support to collect child and/or medical support for you. This could involve establishing paternity, entering and/or enforcing a support order, or making the other parent pay for medical insurance.

We need to collect more information from you, so I have set aside the following appointment to talk with you about your request to stop any child and/or medical support actions.

ADDRESS

DATE

TIME

If you cannot come, please call me at _____ by _____ to discuss other ways of getting this information to me. If you do not call or come to your appointment, I will deny your request.

I will approve this request if you show that collecting child and/or medical support will cause serious physical or emotional harm to you or your child(ren).

Please bring information with you to support your request. Some examples are:

- Police report(s);
- Medical report(s);
- Court report(s);
- Domestic violence protection order;
- Written statement from clergy, friends, relatives, neighbors, co-workers describing the danger;
- Letter from domestic violence shelter(s); or
- Letter from domestic violence counselor(s).

NOTE: At the appointment, you can write a signed statement that describes your concerns and fears if you do not have any of the above.

What happens at this appointment?

- You will be able to explain why collecting child and/or medical support could harm you or your child(ren).
- We can talk about other help you may need in order to stay safe.

What happens if you don't give us information to show why collecting child and/or medical support would harm you or your child(ren)?

- Your request will be denied and
- Your case will be sent to the Division of Child Support (DCS) to establish paternity or open a child support collection or medical claim.

What if you don't agree with our decision?

1. You can call your local Community Service Office to ask for a review of your case.
2. You can call your Community Service Office or write to the Office of Administrative Hearings, PO Box 42489, Olympia WA 98504-2489 within 90 days to request a hearing. If you request a hearing, DCS will not start working your case until the hearing decision is final.

A lawyer or other person you choose can represent you at the hearing, or you can represent yourself.

Can you get legal advice or presentation?

You can call the statewide legal services line at 1-888-201-1014.